

## PREFACE

Pursuant to the City of Houston Council Ordinance No. 95-336 and 98-1213, the Directory lists certified Minority, Women and Disadvantaged and Person With Disabilities Business Enterprises (M/W/DBE/PDBE). The City certifies Minority, Woman or Persons With Disabilities ownership, management and control of businesses herein listed. The City neither warrants nor endorses the competence of any of the certified M/W/DBE/PDBEs.

Contractors are not limited to the Directory as a source of subcontractors, but are strongly encouraged to use companies from the Directory of certified firms in as much as credit for M/W/DBE/PDBE utilization will not be given unless such firms or subcontractors utilized have been certified in accordance with the procedures established by the Affirmative Action and Contract Compliance Division of the Mayor's Office, City of Houston (the Division). Credit for the participation goals will be given only in the specific category of certification listed in the Directory. This means that, for M/W/DBE/PDBE participation purposes, a prime contractor may not use a company listed in the Directory to perform services or provide goods unless the company is certified in that category.

The City will accept M/W/DBE/PDBEs whose names appear in the Directory during the month of the bid submission for the purpose of the Contractor's M/W/DBE/PDBE participation requirement.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

Under federal regulations, only companies listed in the Directory as DBEs can be selected to participate in federally assisted contracts. DBEs can also be accessed from the Texas Unified Certification Program website at [www.dot.state.tx.us/business/tucpinfo.htm](http://www.dot.state.tx.us/business/tucpinfo.htm)

### **THE PRIORITY PROCESS**

When notified by the contract-awarding department that the apparent low bidder proposes to utilize the services of an uncertified company for a specific capability not found among at least three certified companies, the Division will investigate the application of the uncertified firm and will give a decision within ten days after the applicant submits all necessary documentation.

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The Directory includes a listing of local minority and women contractor groups and organizations as well as local minority and women media.

Certification numbers are not listed in the Directory nor will the Division give them over the telephone. Interested parties may obtain certification numbers, copies of certification letters, or certificates from the certified Minority, Women, or Persons With Disabilities Business Enterprise, but this should be necessary only where there is a contract pending for the M/W/DBE/PDBE.

The Directory is updated monthly. M/W/DBE/PDBEs are added or deleted as follows:

- a) M/W/DBE/PDBEs who allow certification to expire are removed from the Directory the month following expiration. (Example: An M/W/DBE/PDBE whose certification expires in January is omitted from the February Directory.)
- b) M/W/DBE/PDBEs who do not submit a complete recertification application package by the fifteenth of the month prior to expiration are deleted from the Directory the month following expiration. (Example: An M/W/DBE/PDBE whose certification expires in February must submit an application package by January 15 to be included in the March Directory).